

Minutes of ACL Council September 2016



Approved at the ACL Council Meeting held on 27 October 2016

Held at the Offices of Weightmans LLP,
33 St Mary Axe, London

Council Members Present: David Wright (DW), Iain Stark, Chairman (IS), Stephen Averill (SA), Francis Kendall (FK)

Also in attendance Maurice Cheng, CEO (MC), Diane Pattenden, Head of Operations (DP)

Apologies: Steve Davies (SD), Robert Cook (RC), Jessica Swannell (JS), David Cooper (DC)

Item	
1	The meeting started at 2pm
2	Minutes of the meeting held on 26 August 2016
	<p>The August minutes will be approved at the meeting in October. Comments on the minutes were as follows:</p> <ol style="list-style-type: none"> (3.4) DC asked for clarification as to JL was still co-opted on ACL Council. SA to establish. (6.2) Council agreed the extension to Tabitha's hours. (6.3) Kirsty Allison and JL should be invited to October Council for sections relevant to Education (8.5) Refunds are processed in line with the regulations set out by ACLT Board (8.7) KA and DP are in ongoing discussions about resourcing, and will pick this up again post October Council
3	October Council and Manchester Conference
	<ol style="list-style-type: none"> The council meeting will start at 11 am. Council members don't need to be at Manchester Conference unless they want to be or are involved in speaking/introductions. IS said he is happy to provide rooms for Thursday night. DP to ask council members to confirm if they need a room at the hotel and if they are staying for the Conference. Claire to be invited to conference Kirsty does not need to be there unless she is promoting the accelerated course via an exhibition stand Kirsty/Jon should attend October Council to participate in discussions around the future structure of ACL and ACLT, and Education. There are currently not any proposals for the October council meeting. If any council member can't attend they should have the opportunity to consider any proposals well in advance. MC to send out his paper in good time – ideally 14 days prior to the meeting. SA to speak with Jon to see if both he and Kirsty should be there to present. Early bird offering to non-members for future conferences
4	Policy

	<ol style="list-style-type: none"> 1. DW said that Irwin Mitchell have just finalised an ACL bill as part of an IM Pilot. 2. IS said members need to know that there are Claimant firms using the bill. 3. IS suggested a link to the ACL bill is printed on the Manchester delegate pack – with health warning!
5	PR & Marketing
	<ol style="list-style-type: none"> 1. FK content with recommendations from Black Letter, and will liaise with them.
6	Operations
	<ol style="list-style-type: none"> 1. Agreed that the pdf delegate pack Manchester would be available to delegates via email a few days prior to the conference 2. Hard copy Agenda should be made available at the conference. 3. It was agreed that the London conference had to be held in central London. DP reported that she had visited the Guoman Tower which may work but that she had some reservations about the dimensions of the main room. The Novotel West is another option and she will make arrangements for a site visit. 4. IS suggested the possibly of subsidising the London conference to celebrate ACL's 40th year. 5. DP to email all council members with link to site for them to sense check and 'break'. Feedback to DP. 6. Council agreed that as soon as the new Forum was ready, it should be bolted on to the current website. 7. DP to ask Jon Williams to continue as moderator – ops will deal with passwords and general queries. 8. CLSB – Questionnaire discussed. Council had some concerns about putting it on the ACL website - Iain will speak with Lynn about the idea in Manchester. 9. DP to ask Lynn Plumbley to look at wording for complaints on the website.
7	Finance & Governance
	<ol style="list-style-type: none"> 1. DW/SA suggested that as there are significant funds in the bank £xxx (figure removed for publication due to confidentiality) be moved into an investment fund. 2. Finance reports to be available to council members at least 7 days before October meeting.
8	Date of Next Meeting
	11:00 on 27 October 2016
9	The meeting closed at 4.30pm